



Code: 2185
Family: Construction, Maintenance, and Skilled Labor
Service: Health and Welfare
Group: Inspectional
Series: Building Inspection

CLASS TITLE: SUPERVISING VENTILATION AND FURNACE INSPECTOR

CHARACTERISTICS OF THE CLASS

Under general supervision, supervises Ventilation and Furnace Inspectors engaged in reviewing building plans/specifications and inspecting heating and ventilation systems to ensure compliance with applicable provisions of the municipal building code and industry standards, and performs related duties as required

ESSENTIAL DUTIES

- Assigns building plan reviews and field inspections to staff to ensure compliance with the heating and ventilation provisions of the municipal building code
- Checks building plan reviews and inspection reports prepared by staff to ensure the completeness and accuracy of findings and the appropriateness of the citations issued
- Assists staff with complex or atypical plan reviews and code interpretations
- Makes field visits to ensure the quality, completeness, and timeliness of heating and ventilation inspections
- Assists in performing complex heating and ventilation inspections
- Prepares reports documenting inspection findings and code violations noted
- Interprets and explains heating and ventilation provisions of the municipal building code to staff, contractors, and building owners
- Issues citations for heating and ventilation code violations observed during inspections
- Advises contractors and property owners on measures for correcting construction plans and heating and ventilation code violations prior to the issuance of a building permit or approval of a business license
- Assists in developing and implementing work methods and standards for inspecting heating and ventilation systems installations and repairs
- Trains staff in inspection and plan review procedures and evaluates their performance
- Testifies at administrative hearings as an expert witness on the heating and ventilation provisions of the municipal building code
- Enters permit inspection and license results into computerized database and prepares productivity reports
- Responds to complaints and inquiries regarding business license and permit inspections

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Successful completion of a US Department of Labor registered sheet metal apprenticeship training program and journeyman status, plus two years of journey-level work experience in performing heating and ventilation inspections; or an equivalent combination of education, training, and experience

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Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Must have the permanent use of an automobile that is properly insured, including a clause specifically insuring the City of Chicago from accident liability

WORKING CONDITIONS

- General office environment
- Exposure to outdoor weather conditions
- Exposure to loud noise, fumes or dust
- Exposure to extreme temperatures
- Exposure to hazardous conditions (e.g., construction sites)
- Work performed above or below ground level
- Work performed using scaffolds and ladders

EQUIPMENT

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals, hand-held computer, modems)
- Personal protective equipment (e.g., hard hat, shoes, glasses, gloves)
- Two-way radio

PHYSICAL REQUIREMENTS

- Ability to walk and stand for extended or continuous periods of time
- Ability to quickly bend, stretch, twist, or reach out with one's body, arms, and/or legs
- Ability to move one's hands and arms to grasp or manipulate objects
- Ability to climb staircases, ladders, and/or step stools
- Ability to access difficult to enter spaces (e.g., roofs, basements, tanks, field equipment, cramped quarters, etc.)
- Ability to tolerate heights while working

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Considerable knowledge of:

- *principles, theory, methods, and procedures applicable to the layout, design, and installation of heating and ventilation systems
- *equipment, test instruments, and materials specific to heating and ventilation
- safety and code standards specific to heating and ventilation, including OSHA standards
- *use of safety equipment and protective gear

Moderate knowledge of:

- applicable emergency operations

Some knowledge of:

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- supervisory methods, practices, and procedures

Knowledge of applicable City and department policies, procedures, rules, regulations, and ordinances

Other knowledge as required for successful performance in the Ventilation and Furnace Inspector class

Skills

- *ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- *ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- *CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- *MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- *COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job
- *INSTRUCTING - Teach others how to do something
- *JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one
- *SYSTEMS ANALYSIS - Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes

Other skills as required for successful performance in the Ventilation and Furnace Inspector class

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other abilities as required for successful performance in the Ventilation and Furnace Inspector class

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Other Work Requirements

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

Other characteristics as required for successful performance in the Ventilation and Furnace Inspector class

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

* May be required at entry.

City of Chicago
Department of Human Resources
(Valtera Corporation)

Date: June, 2010